



Oadby & Wigston

BOROUGH COUNCIL

Pavilion and Community Centre Hire

Booking Information and Procedure

Thank you for your enquiry. We are pleased to provide the following information which we hope will assist you in hiring our facilities.

Booking Conditions

Pavilions are hired on the strict understanding that they are left after hire as clean, tidy and safe (all refuse must be taken off the premises by the hirer) as you would expect upon commencement of hire.

A security deposit of £100 is also required at the time of booking but is refunded in full on return of the Pavilion key/fob unless there has been damage caused to the premises/property, or in the event that the Pavilion is left in such a condition as to require extra cleaning, refuse has not been removed from the premises, table and chairs have not been returned to the store or in the event that a public nuisance occurs during the hiring, or in the event that key/fob are lost.

- All bookings are to be made through Customer Services. In the first instance you should contact Customer Services who will be able to check the date you require is available.
- Bookings will only be accepted on receipt of the full hire fee and security deposit
- Details of hire costs and level of deposit required are available from Customer Service staff or can be found on the councils' web site at:
- https://www.oadby-wigston.gov.uk/pages/community_facilities_available_for_one_off_hire
Charges are reviewed annually and any increases apply from 1st April for the following twelve months.
- Hirers enquiring about a regular recurring hire of the pavilion, in the first instance contact corporateassets@oadby-wigston.gov.uk
- Tables and chairs are provided. The hirer is responsible for the set up and pack away of chairs and tables. Hirer can only set up during your booking time, no entry to the building is permitted before your paid slot.
- The hirer will need to provide their own crockery, cutlery and cooking utensils.
- The hirer must collect the keys to the pavilion from the Brocks Hill Council Offices a **maximum of 48 hours prior to the booking**. Keys must be returned to the Brocks Hill Council Offices the next working day following the hire. Penalty charges of £15 will be incurred for late return of keys.

Address: Oadby and Wigston Borough Council, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

Please note that the Reception desk at Brocks Hill is open Monday to Friday weekdays only. The desk will be open from 09:15 until 12:00 (Closed at lunch) and reopens at 12:30 until 16:15. The key must be returned during reception opening times. The Brocks Hill building is closed outside of these hours.

- Written instructions for opening and closing the premises will be issued with the key/fob. . On collection of the key/fob a form will be available for the hirer to sign to confirm that they have read and agree to the Terms and Conditions of Hiring a Pavilion.

For further information contact:

Customer Service
Brocks Hill Council Offices
Washbrook Lane, Oadby Leicester, LE2 5JJ
Telephone: Leicester (0116) 288 8961
email: csc@oadby-wigston.go.uk

Scale of Charges for Freer Centre family occasion bookings.

Cost Centre Narrative	Expense Head Narrative	Day of hire	Initial Hour Hire	Inspection Fee	Total 1 st hour Fee (initial hour & Inspection fee)	Fee p/hr: Subsequent Hour or part hour
			£	£	£	£
Freer Centre	Room Hire	Friday	26.00	20.00	46.00	19.00
Freer Centre	Room Hire	Saturday	26.00	20.00	46.00	19.00
Freer Centre	Room Hire	Sunday	26.00	20.00	46.00	19.00
Pavilion	Deposits				100.00	
Freer Centre	Replacement Key				22.00	
Freer Centre	Late Key Charge				15.00	

The hirer must set up for their event and clean following the event within the paid booked time slot.

Oadby & Wigston Borough Council

TERMS AND CONDITIONS OF HIRING COUNCIL PREMISES

- (1) **Bookings will only be accepted following receipt of a security deposit, full hire fee and on collection of the key/fob the Terms and Conditions of hire and key/fob have been signed to acknowledge receipt and the hirer agrees to the Terms and Conditions of hiring Council premises. Payment can be made by card or telephone only.**
- (2) The premises are let in accordance with the Scale of Charges above set by the Council. The Council reserves the right to vary these charges from time to time.
- (3) Both the security deposit and hire fee (see Scale of Charges above) are required at the time of booking; The security deposit will be refunded in full after the hire providing:
 - there has been no damage caused to the premises/property,
 - the premises have been left clean and tidy and no extra cleaning is required,
 - all refuse has been taken away,
 - the event has not caused a noise nuisance
 - the key/fob are returned to Customer Service Centre on the next working day after the hire. A financial penalty will be incurred for late return of keys (see Scale of Charges).
- (4) Cancellations must be given in writing.
 - Cancellations with more than 8 weeks notice will be refunded 100% of the hire fee.
 - Cancellations with less than 8 weeks notice but more than 6 weeks will be refunded 75% of the hire fee.
 - Cancellations with less than 6 weeks notice but more than 14 days will be refunded 50% of the hire fee.
 - Cancellations with less than 14 days notice but more than 7 days will be refunded 25% of the hire fee.
 - Cancellations with 7 days or less notice will not receive a refund of the hire fee.
- (5) The premises must not be sub-let.
- (6) The hirer is responsible for:
 - **Collecting keys to the premises a maximum of 48 hours prior to hiring date;**
 - Unlocking the premises at the start of the hire (includes taking alarm off where these are installed);
 - The preparation of the premises before the event;
 - The proper and orderly use of the premises during the period of hire;
 - The safe, neat and tidy condition in which the premises are left after the hire;
 - Removal of all refuse generated by the hire; a financial penalty will be incurred for any refuse left on the premises.
 - Compliance with local byelaws and regulations;
 - Ensuring that no smoking is allowed on the premises;
 - Observance of all matters of copyright and the requirements of the Licensing Act 2003;
 - Ensuring that emergency exits are not obstructed or obscured;
 - Payment for any damage caused to the premises, fixtures, fittings or contents;
 - Ensuring that all guests leave safely and quietly at the end of the hire;
 - Ensuring (for evening bookings) that the premises are vacated by **23:30 Monday to Saturday and 22:00 Sunday and Bank Holidays** as required by the Premises Licence.
 - Turning off lights and appliances at the end of the hire;
 - Closing up and securely locking and alarming (where appropriate) the premises at the end of the hire;
 - Safekeeping and returning the key/fob to the Brocks Hill Council Offices.

- (7) The Council will not be held responsible for any damage to or loss of goods, property or equipment or for personal injury on the Council's premises or land, how so ever caused.
- (8) Vehicles left in the car park are left at the owners risk and the Council will not be responsible for any loss, damage or theft.
- (9) Where written approval is given by the Council, the hirer will be responsible for applying for a temporary licence for the sale of intoxicants to be consumed on the premises and for the strict observance of the terms of any such Licence.
- (10) Permission must be obtained from the Council before any decorations are put up, Any fixings used must be of a temporary nature and not leave a mark on the surface of a wall.
- (11) Permission must be obtained from the Council before any equipment or additional apparatus, including electrical apparatus, is brought onto the premises. Any electrical equipment brought onto the premises is required to have in-date Portable Appliance Test certification.
- (12) The numbers admitted to the premises must not exceed the authorised limit.
- (13) The hirer must allow any Authorised Officer of the Council access to the premises at any time.
- (14) The person hiring the facility must be aged 18 years or over.
- (15) The person hiring the facility must provide adequate adult supervision (18 years or over) for the duration of the hired period.
- (16) The named person hiring the facility has sole responsibility for the key/fob at all times and on the understanding that there will not be any further copies of the key/fob made. Penalty charges of £22 will be incurred for lost key/fob.
- (17) The hirer is responsible for the levels of **noise** generated both inside and outside of the premises during the period of hire. It is the hirer's responsibility to ensure that:
 - Discos/bands are not so loud as to create a nuisance;
 - When asked to do so, the volume is turned down **immediately**;
 - Guests leave the premises quietly at the end of the hire.Failure to comply could lead to prosecution. The police will be contacted if these rules are not adhered to. Whilst it is not the intention of the Council to terminate any events without good cause, it has a duty to ensure that no nuisance occurs. If noise volume is not reduced when requested, the Council will terminate the function **immediately** with the **full loss of the** security deposit.

Users are deemed to have visited the premises before making a booking or watched the virtual tour which is available on our website to make themselves aware of the facilities that are available.

https://www.oadby-wigston.gov.uk/pages/community_facilities_available_for_one_off_hire

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